

Job Description for Beach Attendant/Manager

Summary of Duties

Oversee the general operation of the beach, enforce the resident requirement and enforce beach pass on cars, be accountable for monies collected in the sale of beach passes and ensure a safe, clean parking and beach area. The beach manager must be available to work 9-5pm with a half hour for lunch at the site.

Report to: Director of Recreation

Qualifications

The beach attendant/manager must be at least eighteen years old with the ability to assume leadership and be able to have a team effort with the beach staff. Because the beach attendant/manager handles all beach income, they must be able to be accountable for all money received. Accurate record keeping of hours worked for all staff and safe-keeping of funds is required.

Duties and Responsibilities:

1. As the first person encountered when arriving at the beach, greet each person in a polite, courteous and friendly manner.
2. Enforce the rules and regulations of the Barrington Beach.
3. Check parking passes on all cars entering the beach parking lot. Cars without the proper pass should be asked to leave.
4. Sell the beach passes and record all transactions for the day on the forms provided and be accountable for all monies collected. Record information on individuals on the form as required.
5. Know what is required to purchase a beach pass.
6. Set up entrance to beach with the proper signs and close up area and store these items when the beach closes each day.
7. Periodically check and maintain the cleanliness of the restroom at various times during the day.
8. Oversee lifeguards and supervise them in maintaining a safe beach environment. The lifeguards should be in the lifeguard chair at all times when on duty and maintain a watchful eye on all swimmers in the water.
9. Record and keep record of accidents or injuries that may occur while on duty and assist with emergencies.
10. Record and maintain an accurate record of all beach employees scheduled work times. Establish a work schedule for the week and maintain proper coverage of lifeguards that are needed to cover the beach if someone asks for time off.
11. Maintain a clear line of communication with the Director of Recreation at all times.
12. All beach staff shall wear the appropriate clothes provided while on duty.